

Human Resources Coding Guide



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Personnel Administration Action/Reasons for PA40

In AASIS, actions are used to perform the various processes in personnel administration. Each action has an attached reason code and effective date. Each time a new action is processed, a history of the previous action is recorded in the system. If the end date is not known, the system defaults to 12/31/9999. Below is a list of Actions, Action reason codes with their descriptions, and corresponding Basic Pay reason codes.

Actions	Reason Code Descriptions
<p>HIRE Code: ZF</p> <p>All new hires in AASIS will be processed using a hire action. These employees have <u>not</u> been previously entered in AASIS.</p> <p>In the case of a job share situation, be sure to indicate the percentage of time the employee works in the position on <i>Planned Working Time</i> (IT0007). Verify that the work schedule rule is correct.</p> <p>In the case of concurrent employment where the primary agency is non-participating in AASIS, the hire action must be used if the employee has never been entered in the system.</p>	<p>01 New Hire An employee entering state service for the first time in AASIS.</p> <p>02 Emergency Hire Must be approved by Office of Personnel Management (OPM)/Class and Comp. Use this reason code only when OPM/Class and Comp has approved the agency's emergency hire request.</p> <p>03 Nonparticipating Agency (Currently Active) An active employee with prior state service from a non-participating AASIS agency enters into a position with a participating AASIS agency.</p> <p>04 Nonparticipating Agency (Terminated) An inactive employee with prior state service from a non-participating AASIS agency enters into a position with a participating AASIS agency.</p> <p>05 Nonparticipating Agency (Retired) A retired employee from a non-participating AASIS agency enters into a position with a participating AASIS agency.</p> <p>06 Extra Help/Seasonal An employee assigned a position designated as either extra-help or seasonal.</p> <p>08 Rehire (With a Break in Service) An employee returning to state government after two pay periods.</p> <p>09 Rehire (No Break in Service) An employee returning to state government within two pay periods.</p> <p>10 Reinstatement An employee returning to state government (i.e., resulting from a court mandate).</p> <p>11 Reemployment of Retiree A retiree who has been inactive for a period of 180 days or more and is rehired in a regular position.</p> <p>12 Concurrent Employee (Secondary) For OPM/State Payroll only. Use this reason code only in the event the primary employer is a non-participating agency and the employee is not currently in AASIS.</p> <p>13 Special Admin Must be approved by OPM/Class and Comp. Use this reason code only when OPM/Class and Comp has approved the position to be paid below the job classification minimum hourly rate or above the maximum or career hourly rate.</p> <p>14 KARE (NO LONGER USED)</p>

Action Code	Action Text	Reason Code - Action	Reason Text for Action	Reason Code – Basic Pay	Reason Text for Basic Pay	Agency
ZF	Hire	06	Extra Help/Seasonal	01	Within Range	ALL
ZF	Hire	13	Special Admin	01	Within Range	
ZF	Hire	01	New Hire	37	New Hire Career Entry	ALL
ZF	Hire	02	Emergency Hire	37	New Hire Career Entry	
ZF	Hire	03	Nonparticipating Agency (Active)	37	New Hire Career Entry	
ZF	Hire	04	Nonparticipating Agency (Term)	37	New Hire Career Entry	
ZF	Hire	05	Nonparticipating Agency (Retire)	37	New Hire Career Entry	
ZF	Hire	08	Rehire (Break in Service)	37	New Hire Career Entry	
ZF	Hire	09	Rehire (No Break in Service)	37	New Hire Career Entry	
ZF	Hire	10	Reinstatement	37	New Hire Career Entry	
ZF	Hire	11	Reemployment of Retiree	37	New Hire Career Entry	
ZF	Hire	01	New Hire	38	New Hire Career Base	ALL
ZF	Hire	02	Emergency Hire	38	New Hire Career Base	
ZF	Hire	03	Nonparticipating Agency (Active)	38	New Hire Career Base	
ZF	Hire	04	Nonparticipating Agency (Term)	38	New Hire Career Base	
ZF	Hire	05	Nonparticipating Agency (Retire)	38	New Hire Career Base	
ZF	Hire	08	Rehire (Break in Service)	38	New Hire Career Base	
ZF	Hire	09	Rehire (No Break in Service)	38	New Hire Career Base	
ZF	Hire	10	Reinstatement	38	New Hire Career Base	
ZF	Hire	11	Reemployment of Retiree	38	New Hire Career Base	
ZF	Hire	01	New Hire	39	New Hire Professional Base	ALL
ZF	Hire	02	Emergency Hire	39	New Hire Professional Base	
ZF	Hire	03	Nonparticipating Agency (Active)	39	New Hire Professional Base	
ZF	Hire	04	Nonparticipating Agency (Term)	39	New Hire Professional Base	
ZF	Hire	05	Nonparticipating Agency (Retire)	39	New Hire Professional Base	
ZF	Hire	08	Rehire (Break in Service)	39	New Hire Professional Base	
ZF	Hire	09	Rehire (No Break in Service)	39	New Hire Professional Base	
ZF	Hire	10	Reinstatement	39	New Hire Professional Base	

Action Code	Action Text	Reason Code - Action	Reason Text for Action	Reason Code – Basic Pay	Reason Text for Basic Pay	Agency
ZF	Hire	11	Reemployment of Retiree	39	New Hire Professional Base	ALL
ZF	Hire	01	New Hire	40	EWQ Current	ALL
ZF	Hire	02	Emergency Hire	40	EWQ Current	
ZF	Hire	03	Nonparticipating Agency (Active)	40	EWQ Current	
ZF	Hire	04	Nonparticipating Agency (Term)	40	EWQ Current	
ZF	Hire	05	Nonparticipating Agency (Retire)	40	EWQ Current	
ZF	Hire	08	Rehire (Break in Service)	40	EWQ Current	
ZF	Hire	09	Rehire (No Break in Service)	40	EWQ Current	
ZF	Hire	10	Reinstatement	40	EWQ Current	
ZF	Hire	11	Reemployment of Retiree	40	EWQ Current	
ZF	Hire	01	New Hire	41	LMR Current	ALL
ZF	Hire	02	Emergency Hire	41	LMR Current	
ZF	Hire	03	Nonparticipating Agency (Active)	41	LMR Current	
ZF	Hire	04	Nonparticipating Agency (Term)	41	LMR Current	
ZF	Hire	05	Nonparticipating Agency (Retire)	41	LMR Current	
ZF	Hire	08	Rehire (Break in Service)	41	LMR Current	
ZF	Hire	09	Rehire (No Break in Service)	41	LMR Current	
ZF	Hire	10	Reinstatement	41	LMR Current	
ZF	Hire	11	Reemployment of Retiree	41	LMR Current	
ZF	Hire	01	New Hire	42	Unclassified Current	ALL
ZF	Hire	02	Emergency Hire	42	Unclassified Current	
ZF	Hire	03	Nonparticipating Agency(Active)	42	Unclassified Current	
ZF	Hire	04	Nonparticipating Agency(Term)	42	Unclassified Current	
ZF	Hire	05	Nonparticipating Agency(Retire)	42	Unclassified Current	
ZF	Hire	08	Rehire (Break in Service)	42	Unclassified Current	
ZF	Hire	09	Rehire (No Break in Service)	42	Unclassified Current	
ZF	Hire	10	Reinstatement	42	Unclassified Current	
ZF	Hire	11	Reemployment of Retiree	42	Unclassified Current	

Action Code	Action Text	Reason Code - Action	Reason Text for Action	Reason Code – Basic Pay	Reason Text for Basic Pay	Agency
ZF	Hire	03	Nonparticipating Agency (Active)	13	No Salary Change	ALL
ZF	Hire	04	Nonparticipating Agency (Term)	13	No Salary Change	
ZF	Hire	05	Nonparticipating Agency (Retire)	13	No Salary Change	
ZF	Hire	08	Rehire (Break in Service)	13	No Salary Change	
ZF	Hire	09	Rehire (No Break in Service)	13	No Salary Change	
ZF	Hire	10	Reinstatement	13	No Salary Change	
ZF	Hire	11	Reemployment of Retiree	13	No Salary Change	

Actions	Reason Code Descriptions
HIRE BOARD OR COMMISSION MEMBER Code: YB	01 New Hire Board or Commission Member
REHIRE BOARD OR COMMISSION MEMBER Code: YC	01 Rehire

Note: No basic pay infotype is associated with these actions, so there is no corresponding basic pay reason code. Payment is made through *Additional Payments* (IT0015).

Actions	Reason Code Descriptions
REHIRE Code: Z1 This action is used when an employee, previously entered in AASIS, is rehired. In the case of a job share situation, be sure to indicate the percentage of time the employee works in the position on Organizational Assignment (IT0001) and on Planned Working Time (IT0007). Verify that the work schedule rule is correct.	01 Rehire When an employee, previously in AASIS, is rehired. 02 Emergency Hire Must be approved by OPM/Class and Comp. Use this reason code only when OPM/Class and Comp has approved the agency's emergency hire request. This is an employee, previously in AASIS, who is rehired as an emergency hire. 03 Nonparticipating Agency An employee in AASIS, coming from a non-participating agency in AASIS. 04 Extra Help/Seasonal Rehiring an employee, previously entered in AASIS, and now being rehired into an extra-help or seasonal position. 06 No Break in Service Rehiring an employee, previously entered in AASIS, with no break in service (within two pay periods). 08 Reinstatement Reinstatement of an employee previously entered in AASIS. 09 Reduction in Force (RIF) Rehire of an employee, previously terminated due to a reduction in force. 10 Special Admin Must be approved by OPM/Class and Comp. Use this reason code only when OPM/Class and Comp has approved the position to be paid below the job classification's minimum hourly rate or above the maximum or career hourly rate.

Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code – Basic Pay	Reason Text for Basic Pay	Agency
Z1	Rehire	04	Extra Help/Seasonal	01	Within Range	ALL
Z1	Rehire	10	Special Admin	01	Within Range	
Z1	Rehire	01	Rehire	40	EWQ Current	ALL
Z1	Rehire	02	Emergency Hire	40	EWQ Current	
Z1	Rehire	03	Nonparticipating Agency	40	EWQ Current	
Z1	Rehire	06	No Break in Service	40	EWQ Current	
Z1	Rehire	08	Reinstatement	40	EWQ Current	
Z1	Rehire	09	Reduction in Force (RIF)	40	EWQ Current	
Z1	Rehire	01	Rehire	41	LMR Current	ALL
Z1	Rehire	02	Emergency Hire	41	LMR Current	
Z1	Rehire	03	Nonparticipating Agency	41	LMR Current	
Z1	Rehire	06	No Break in Service	41	LMR Current	
Z1	Rehire	08	Reinstatement	41	LMR Current	
Z1	Rehire	09	Reduction in Force (RIF)	41	LMR Current	
Z1	Rehire	01	Rehire	42	Unclassified Current	ALL
Z1	Rehire	02	Emergency Hire	42	Unclassified Current	
Z1	Rehire	03	Nonparticipating Agency	42	Unclassified Current	
Z1	Rehire	06	No Break in Service	42	Unclassified Current	
Z1	Rehire	08	Reinstatement	42	Unclassified Current	
Z1	Rehire	09	Reduction in Force (RIF)	42	Unclassified Current	
Z1	Rehire	01	Rehire	13	No Salary Change	ALL
Z1	Rehire	02	Emergency Hire	13	No Salary Change	
Z1	Rehire	03	Nonparticipating Agency	13	No Salary Change	
Z1	Rehire	04	Extra Help/Seasonal	13	No Salary Change	
Z1	Rehire	06	No Break in Service	13	No Salary Change	
Z1	Rehire	08	Reinstatement	13	No Salary Change	
Z1	Rehire	09	Reduction in Force (RIF)	13	No Salary Change	

Actions	Reason Code Descriptions
REEMPLOYMENT OF RETIREE Code: Z6 This action is used for the reemployment of a retiree, previously entered in AASIS. In the case of a job share situation, be sure to indicate the percentage of time the employee works in the position on <i>Planned Working Time</i> (IT0007). Verify that the work schedule rule is correct. <u>Note:</u> Former employee(s) who retired from state government pursuant to Act 187 of 1987 (the Early Retirement Incentive Program) may not be reemployed by a state agency, institution, board, or commission for a minimum of 180 days.	01 Rehire Reemployment of a retiree, previously entered in AASIS. 02 Emergency Hire Must be approved by OPM/Class and Comp. Use this reason code only when OPM/Class and Comp has approved the agency's emergency hire request. This is the reemployment of a retiree as an emergency hire, previously entered in AASIS. 03 Nonparticipating Reemployment of a retiree, previously entered in AASIS, whose last position was in a non-participating agency. 04 Extra-Help/Seasonal Reemployment of a retiree into an extra-help or seasonal position, previously entered in AASIS. 05 Special Admin Must be approved by OPM/Class and Comp. Use this reason code only when OPM/Class and Comp has approved the position to be paid below the job classification minimum hourly rate or above the maximum or career hourly rate. 06 STAR Employee Must be a qualified STAR (State Temporaries Active in Retirement) participant with OPM. Use this reason code when the agency has requested a STAR participant to work in a temporary or extra-help assignment from OPM. The STAR participant may be hired in an extra-help or regular salary position.

Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code – Basic Pay	Reason Text for Basic Pay	Agency
Z6	Reemployment of Retiree	04	Extra Help/Seasonal	01	Within Range	ALL
Z6	Reemployment of Retiree	05	Special Admin	01	Within Range	
Z6	Reemployment of Retiree	01	Rehire	40	EWQ Current	ALL
Z6	Reemployment of Retiree	02	Emergency Hire	40	EWQ Current	
Z6	Reemployment of Retiree	03	Nonparticipating	40	EWQ Current	
Z6	Reemployment of Retiree	01	Rehire	41	LMR Current	ALL
Z6	Reemployment of Retiree	02	Emergency Hire	41	LMR Current	
Z6	Reemployment of Retiree	03	Nonparticipating	41	LMR Current	
Z6	Reemployment of Retiree	01	Rehire	42	Unclassified Current	ALL

Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code – Basic Pay	Reason Text for Basic Pay	Agency
Z6	Reemployment of Retiree	02	Emergency Hire	42	Unclassified Current	ALL
Z6	Reemployment of Retiree	03	Nonparticipating	42	Unclassified Current	
Z6	Reemployment of Retiree	01	Rehire	13	No Salary Change	ALL
Z6	Reemployment of Retiree	02	Emergency Hire	13	No Salary Change	
Z6	Reemployment of Retiree	03	Nonparticipating	13	No Salary Change	
Z6	Reemployment of Retiree	04	Extra Help/Seasonal	13	No Salary Change	

Actions	Reason Code Descriptions
CHANGE IN PAY/POSITION ATTRIBUTES Code: Z4 In the case of changes to either the personnel area/subarea or the employee group/subgroup on the Organizational Assignment (IT0001) record, one must first request corresponding changes to the position and job record. Using this action updates the employee master data for the above-mentioned organizational change.	01 Pay Increase For OPM use only. When a change in pay is required. 02 Pay Decrease For OPM use only. When a change in pay is required. 03 Adjustment/Correction For OPM use only. When an adjustment or correction is made to an employee's pay. 04 Special Admin For OPM use only. Must be approved by OPM/Class and Comp. When OPM/Class and Comp has approved the position to be paid below the job classification's minimum hourly rate or above the maximum or career hourly rate. 05 Personnel area/subarea change When a change is made to the personnel area and/or subarea on the position. 06 Employee group/subgroup change When a change is made to the employee group and/or subgroup on the position. 07 Time Percentage Adjustment When an employment percentage changes from full-time to part-time, or vice-versa. 08 Reduction in Work Hours When an employee's work hours are reduced. 09 Second Language up to 10% (NO LONGER USED) 10 Differential Pay Additional pay authorized under provisions of the Classification / Compensation Act.

Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code – Basic Pay	Reason Text for Basic Pay	Agency
Z4	Change in Pay/Position Attributes	03	Adjustment/Correction	01	Within Range	FOR OPM USE ONLY!
Z4	Change in Pay/Position Attributes	04	Special Admin	01	Within Range	
Z4	Change in Pay/Position Attributes	07	Time Percentage Adjustment	01	Within Range	ALL
Z4	Change in Pay/Position Attributes	08	Reduction in Work Hours	01	Within Range	
Z4	Change in Pay/Position Attributes	10	Differential Pay	01	Within Range	
Z4	Change in Pay/Position Attributes	01	Pay Increase	40	EWQ Current	FOR OPM USE ONLY!
Z4	Change in Pay/Position Attributes	01	Pay Increase	41	LMR Current	FOR OPM USE ONLY!
Z4	Change in Pay/Position Attributes	01	Pay Increase	42	Unclassified Current	FOR OPM USE ONLY!
Z4	Change in Pay/Position Attributes	02	Pay Decrease	42	Unclassified Current	FOR OPM USE ONLY!
Z4	Change in Pay/Position Attributes	03	Adjustment/Correction	13	No Salary Change	FOR OPM USE ONLY!
Z4	Change in Pay/Position Attributes	05	Personnel Area/subarea change	13	No Salary Change	ALL
Z4	Change in Pay/Position Attributes	06	Employee Group/Subgroup	13	No Salary Change	

Actions	Reason Code Descriptions
<p>TRANSFER Code: Z3</p> <p>The transfer action is used when a current employee in AASIS is transferred either within or across participating agencies. <u>Note:</u> If an employee transfers across agencies, OPM/State Payroll must process the Transfer action.</p> <p>In the case of a job share situation, be sure to indicate the percentage of time the employee works in the position on Planned Working Time (IT0007). Verify that the work schedule rule is correct.</p>	<p>01 Lateral Refers to the movement, within AASIS, of an employee from one position to another of the same grade.</p> <p>02 Unclassified/Classified (NO LONGER USED) Refers to the movement, within AASIS, of an employee from a non-classified position to a classified position.</p> <p>03 Classified/Unclassified (NO LONGER USED) Refers to the movement, within AASIS, of an employee from a classified position to a non-classified position.</p> <p>04 Extra-Help to Regular/Hourly Refers to the movement, within AASIS, of an employee from an extra-help position to a regular/hourly position.</p> <p>05 Regular/Hourly to Extra-Help Refers to the movement of an employee from a regular/hourly position into an extra-help position within AASIS.</p> <p>06 To Acting Status Refers to an employee, in AASIS, being placed in a regular/hourly position as "Acting Status."</p> <p>07 From Acting Status Refers to an employee, in AASIS, being returned to a regular/hourly position from an "Acting Status" position.</p> <p>08 Reorganization Refers to the movement of an employee into another position due to reorganization of an agency.</p> <p>09 Reclassification Refers to the movement of an employee into another position due to a reclassification.</p> <p>10 Special Admin Must be approved by OPM/Class and Comp. When OPM/Class and Comp has approved the position to be paid below the job classification minimum hourly rate or above the maximum or career hourly rate.</p> <p>11 Unclassified/Unclassified Refers to the movement, within AASIS, of an employee from one non-classified position to another non-classified position.</p> <p>12 Extra-Help/Extra-Help Refers to the movement, within AASIS, of an employee from one extra-help position to another extra-help position.</p> <p>19 Career/Unclassified Refers to the movement, within AASIS, of an employee from a career position to a unclassified position.</p> <p>20 Unclassified/Career Refers to the movement, within AASIS, of an employee from an unclassified position to a career position.</p> <p>21 Professional/Unclassified Refers to the movement, within AASIS, of an employee from a professional position to an unclassified position.</p> <p>22 Unclassified/ Professional Refers to the movement, within AASIS, of an employee from an unclassified position to a professional position.</p>

Action Code	Action Text	Reason Code -- Action	Reason Text for Action	Reason Code – Basic Pay	Reason Text for Basic Pay	Agency
Z3	Transfer	04	Extra Help To Regular/Hourly	01	Within Range	ALL
Z3	Transfer	05	Regular/Hourly To Extra Help	01	Within Range	
Z3	Transfer	06	To Acting Status	01	Within Range	
Z3	Transfer	07	From Acting Status	01	Within Range	
Z3	Transfer	10	Special Admin	01	Within Range	
Z3	Transfer	11	Unclassified/Unclassified	01	Within Range	
Z3	Transfer	12	Extra Help / Extra Help	01	Within Range	
Z3	Transfer	20	Unclassified/Career	01	Within Range	
Z3	Transfer	22	Unclassified/Professional	01	Within Range	
Z3	Transfer	01	Lateral	40	EWQ Current	ALL
Z3	Transfer	20	Unclassified/Career	40	EWQ Current	
Z3	Transfer	04	Extra Help To Regular/Hourly	40	EWQ Current	
Z3	Transfer	22	Unclassified/Professional	40	EWQ Current	
Z3	Transfer	01	Lateral	41	LMR Current	ALL
Z3	Transfer	20	Unclassified/Career	41	LMR Current	
Z3	Transfer	04	Extra Help To Regular/Hourly	41	LMR Current	
Z3	Transfer	22	Unclassified/Professional	41	LMR Current	
Z3	Transfer	19	Career/Unclassified	42	Unclassified Current	ALL
Z3	Transfer	21	Professional/Unclassified	42	Unclassified Current	
Z3	Transfer	01	Lateral	13	No Salary Change	ALL
Z3	Transfer	08	Reorganization	13	No Salary Change	
Z3	Transfer	09	Reclassification	13	No Salary Change	
Z3	Transfer	12	Extra Help / Extra Help	13	No Salary Change	

Actions	Reason Code Descriptions
PROMOTION/DEMOTION Code: ZU	01 Promotion - Competitive When an employee is promoted into a new position of a higher grade. 02 Promotion – Job Series (NO LONGER USED) 04 Demotion – Voluntary When an employee voluntarily moves to a position of a lower grade. 05 Demotion – Involuntary When an employee involuntarily moves to a position of a lower grade.

Action Code	Action Text	Reason Code -- Action	Reason Text for Action	Reason Code -- Basic Pay	Reason Text for Basic Pay	Agency
ZU	Demotion 10%	04	Demotion - Voluntary	13	No Salary Change	ALL
ZU	Demotion 10%	05	Demotion - Involuntary	13	No Salary Change	
ZU	Demotion 10%	04	Demotion - Voluntary	35	Demotion 10%	ALL
ZU	Demotion 10%	05	Demotion - Involuntary	35	Demotion 10%	
ZU	Demotion 12%	04	Demotion - Voluntary	36	Demotion 12%	ALL
ZU	Demotion 12%	05	Demotion - Involuntary	36	Demotion 12%	
ZU	Promotion 10%	01	Promotion - Competitive	33	Promotion 10%	ALL
ZU	Promotion 12%	01	Promotion - Competitive	34	Promotion 12%	

Actions	Reason Code Descriptions
LWOP – INACTIVE STATUS Code: ZC	01 Disciplinary Leave When an employee is placed on leave without pay due to a disciplinary action. 02 Non-Disciplinary Leave When an employee is placed on regular leave without pay. 03 Workers' Compensation When an employee is placed on Worker's Compensation benefits for an extended period of time. 04 Extended Military When an employee is placed on Military Leave, excluding annual training.
RETURN FROM LEAVE Code: ZD Added 4/4/01: When an employee returns from leave to the same position. If the employee does not return to the same position, then use alternate actions Transfer, Promotion, or Demotion as appropriate.	01 Return from Leave When employment status changes from inactive to active.
DROP Code: Z8	01 DROP (Deferred Retirement Option Plan) When an employee indicates his/her enrollment in the plan.
TERMINATION Code: Z5	01 Voluntary When an employee voluntarily terminates employment. 02 Involuntary When an employee is involuntarily terminated from employment. 03 Seasonal/Temporary When an employee occupies a seasonal or temporary position and is terminated from employment in that position. 04 No Reason Given When an employee does not submit any reason for termination. 05 Management Conflict When an employee indicates termination is due to a conflict with management.

Actions	Reason Code Descriptions
TERMINATION Code: Z5	<p>06 Probationary Period When an employee is terminated during a probationary period.</p> <p>07 Career Opportunity When an employee indicates termination is due to a career opportunity.</p> <p>08 Military When an employee indicates termination is due to military reasons.</p> <p>09 Health Reason-Self When an employee indicates termination is due to health reasons related to him/herself.</p> <p>10 Health Reason-Family When an employee indicates termination is due to health reasons related to a family member.</p> <p>11 Education/Retraining When an employee indicates termination is due to education/retraining purposes.</p> <p>12 Relocation When an employee indicates termination is due to relocation.</p> <p>13 Nonparticipating Agency When an employee indicates termination is due to new employment in a non-participating agency.</p> <p>14 Limited Advancement When an employee indicates termination is due to limited advancement.</p> <p>15 Insufficient Pay or Benefits When an employee indicates termination is due to insufficient pay or benefits.</p> <p>16 Working Conditions When an employee indicates termination is due to working conditions.</p> <p>17 Unsatisfactory Job Performance When an employee unsatisfactorily performs his/her job duties.</p> <p>18 Non-Reappointment When an employee is not re-appointed to his/her position.</p> <p>19 Death of Employee When an employee expires.</p> <p>20 Reduction in Force (RIF) When a reduction in force occurs.</p> <p>21 Gross Misconduct When gross misconduct is the reason for termination.</p> <p>22 Decline Job Offer When an employee does not accept a job opportunity.</p> <p>23 Reorganization When the position(s) is ended due to reorganization of the agency.</p>
RETIREMENT Code: Z7	<p>01 Retirement When an employee indicates retirement as a reason for termination.</p> <p>02 Early Retirement When an employee indicates early retirement as a reason for termination.</p>

Actions	Reason Code Descriptions
CONCURRENT EMPLOYMENT Code: ZH When an employee is currently in AASIS and is being placed in concurrent employment with no change in the primary employer.	01 Secondary employment Secondary employment is with another participating state agency.
TERMINATE CONCURRENT EMPLOYMENT Code: Z0 To terminate concurrent employment (either in the primary or the secondary position) of an employee currently in AASIS.	01 Voluntary When an employee voluntarily terminates concurrent employment. 02 Involuntary When an employee is involuntarily terminated from concurrent employment. 03 Seasonal/Temporary When an employee occupies a seasonal or temporary position and is terminated from concurrent employment in that position.

Personnel Administration Action/Reasons for PA42 Fast Entry

The following is a list of Action (IT0000) reason codes with descriptions and corresponding Basic Pay (IT0008) reason codes.

Action Code	Action Text	Reason Code -- Action	Reason Text for Action	Reason Code – Basic Pay	Reason Text for Basic Pay	Agency
Y6	Fast Entry Hire	06	Extra Help/Seasonal	01	Within Range	ALL
Y6	Fast Entry Hire	13	Special Admin	01	Within Range	
Y6	Fast Entry Hire	01	New Hire	37	New Hire Career Entry	ALL
Y6	Fast Entry Hire	02	Emergency Hire	37	New Hire Career Entry	
Y6	Fast Entry Hire	03	Nonparticipating Agency (Active)	37	New Hire Career Entry	
Y6	Fast Entry Hire	04	Nonparticipating Agency (Term)	37	New Hire Career Entry	
Y6	Fast Entry Hire	05	Nonparticipating Agency (Retire)	37	New Hire Career Entry	
Y6	Fast Entry Hire	08	Rehire (Break in Service)	37	New Hire Career Entry	
Y6	Fast Entry Hire	09	Rehire (No Break in Service)	37	New Hire Career Entry	
Y6	Fast Entry Hire	10	Reinstatement	37	New Hire Career Entry	
Y6	Fast Entry Hire	11	Reemployment of Retiree	37	New Hire Career Entry	
Y6	Fast Entry Hire	01	New Hire	38	New Hire Career Base	ALL
Y6	Fast Entry Hire	02	Emergency Hire	38	New Hire Career Base	
Y6	Fast Entry Hire	03	Nonparticipating Agency (Active)	38	New Hire Career Base	
Y6	Fast Entry Hire	04	Nonparticipating Agency (Term)	38	New Hire Career Base	

Action Code	Action Text	Reason Code -- Action	Reason Text for Action	Reason Code – Basic Pay	Reason Text for Basic Pay	Agency
Y6	Fast Entry Hire	05	Nonparticipating Agency (Retire)	38	New Hire Career Base	ALL
Y6	Fast Entry Hire	08	Rehire (Break in Service)	38	New Hire Career Base	
Y6	Fast Entry Hire	09	Rehire (No Break in Service)	38	New Hire Career Base	
Y6	Fast Entry Hire	10	Reinstatement	38	New Hire Career Base	
Y6	Fast Entry Hire	11	Reemployment of Retiree	38	New Hire Career Base	
Y6	Fast Entry Hire	01	New Hire	39	New Hire Professional Base	ALL
Y6	Fast Entry Hire	02	Emergency Hire	39	New Hire Professional Base	
Y6	Fast Entry Hire	03	Nonparticipating Agency (Active)	39	New Hire Professional Base	
Y6	Fast Entry Hire	04	Nonparticipating Agency (Term)	39	New Hire Professional Base	
Y6	Fast Entry Hire	05	Nonparticipating Agency (Retire)	39	New Hire Professional Base	
Y6	Fast Entry Hire	08	Rehire (Break in Service)	39	New Hire Professional Base	
Y6	Fast Entry Hire	09	Rehire (No Break in Service)	39	New Hire Professional Base	
Y6	Fast Entry Hire	10	Reinstatement	39	New Hire Professional Base	
Y6	Fast Entry Hire	11	Reemployment of Retiree	39	New Hire Professional Base	
Y6	Fast Entry Hire	01	New Hire	40	EWQ Current	ALL
Y6	Fast Entry Hire	02	Emergency Hire	40	EWQ Current	
Y6	Fast Entry Hire	03	Nonparticipating Agency (Active)	40	EWQ Current	
Y6	Fast Entry Hire	04	Nonparticipating Agency (Term)	40	EWQ Current	
Y6	Fast Entry Hire	05	Nonparticipating Agency (Retire)	40	EWQ Current	
Y6	Fast Entry Hire	08	Rehire (Break in Service)	40	EWQ Current	
Y6	Fast Entry Hire	09	Rehire (No Break in Service)	40	EWQ Current	
Y6	Fast Entry Hire	10	Reinstatement	40	EWQ Current	
Y6	Fast Entry Hire	11	Reemployment of Retiree	40	EWQ Current	
Y6	Fast Entry Hire	01	New Hire	41	LMR Current	ALL
Y6	Fast Entry Hire	02	Emergency Hire	41	LMR Current	
Y6	Fast Entry Hire	03	Nonparticipating Agency (Active)	41	LMR Current	
Y6	Fast Entry Hire	04	Nonparticipating Agency (Term)	41	LMR Current	

Action Code	Action Text	Reason Code -- Action	Reason Text for Action	Reason Code – Basic Pay	Reason Text for Basic Pay	Agency
Y6	Fast Entry Hire	05	Nonparticipating Agency (Retire)	41	LMR Current	ALL
Y6	Fast Entry Hire	08	Rehire (Break in Service)	41	LMR Current	
Y6	Fast Entry Hire	09	Rehire (No Break in Service)	41	LMR Current	
Y6	Fast Entry Hire	10	Reinstatement	41	LMR Current	
Y6	Fast Entry Hire	11	Reemployment of Retiree	41	LMR Current	
Y6	Fast Entry Hire	01	New Hire	42	Unclassified Current	ALL
Y6	Fast Entry Hire	02	Emergency Hire	42	Unclassified Current	
Y6	Fast Entry Hire	03	Nonparticipating Agency(Active)	42	Unclassified Current	
Y6	Fast Entry Hire	04	Nonparticipating Agency(Term)	42	Unclassified Current	
Y6	Fast Entry Hire	05	Nonparticipating Agency(Retire)	42	Unclassified Current	
Y6	Fast Entry Hire	08	Rehire (Break in Service)	42	Unclassified Current	
Y6	Fast Entry Hire	09	Rehire (No Break in Service)	42	Unclassified Current	
Y6	Fast Entry Hire	10	Reinstatement	42	Unclassified Current	
Y6	Fast Entry Hire	11	Reemployment of Retiree	42	Unclassified Current	
Y6	Fast Entry Hire	03	Nonparticipating Agency (Active)	13	No Salary Change	ALL
Y6	Fast Entry Hire	04	Nonparticipating Agency (Term)	13	No Salary Change	
Y6	Fast Entry Hire	05	Nonparticipating Agency (Retire)	13	No Salary Change	
Y6	Fast Entry Hire	08	Rehire (Break in Service)	13	No Salary Change	
Y6	Fast Entry Hire	09	Rehire (No Break in Service)	13	No Salary Change	
Y6	Fast Entry Hire	10	Reinstatement	13	No Salary Change	
Y6	Fast Entry Hire	11	Reemployment of Retiree	13	No Salary Change	

Basic Pay Infotype 0008

When data is entered on Basic Pay (IT0008), salary edits are triggered. Based on the PA40 action, action reason on Actions (IT0000) and reason code on Basic Pay (IT0008), the salary/hourly rate will default and the infotype saved. The reason code used on Basic Pay (IT0008) must correspond with the reason code used on Actions (IT0000). The following reason codes are available on Basic Pay (IT0008).

01 – Within Range

Valid when hiring an employee in an extra-help position, hiring into concurrent employment, performing change in pay actions, and transferring between positions.

02 – New Hire at Band 1 *(NO LONGER USED AS OF 6/28/2009)*

New hires, in a classified position within the state, always came in at the minimum salary for band 1 unless they fell under one of the other available reasons. The salary or hourly rate was validated at the minimum level for the position. If the salary or hourly rate entered differed, the minimum amount would default.

03 – Special Language to Band 3 *(NO LONGER USED AS OF 6/28/2009)*

Restricted to Agency 0710. Verified the salary or hourly rate to be less than or equal to band 3 for the position. If the salary or hourly rate exceeded band 3 for the position, a warning was received and band 3 amount would default. If the amount did not exceed band 3, the infotype could be saved.

04 – Special Language to Band 4 *(NO LONGER USED AS OF 6/28/2009)*

Restricted to agencies 0405, 0425, 0450, 0470, 0475, 0480, 0513, 0630 and 0645. Verified the salary or hourly rate to be less than or equal to band 4 for the position. If the salary or hourly rate exceeded band 4 for the position, a warning was received and the amount for band 4 would default. If it did not exceed band 4, the infotype could be saved.

05 - Hire Rate 2M Grade 13 & Below *(NO LONGER USED AS OF 6/28/2009)*

Verified the salary or hourly rate to be less than or equal to 2M of Grade 13 and below. If the salary/hourly rate was more than the 2M maximum, a warning was received and the amount for 2M would default. If the amount did not exceed the maximum, the infotype could be saved.

06 – EWQ (Exceptionally Well Qualified) <FY10 *(NO LONGER USED AS OF 6/28/2009)*

Verified the salary or hourly rate entered to be within the approved range for the exceptionally well-qualified employee prior to Fiscal Year 2010. All EWQ's required OPM/Class and Comp approval.

07 - LMR (Labor Market Rate) <FY10 *(NO LONGER USED AS OF 6/28/2009)*

Verified the salary or hourly rate to be less than or equal to the approved labor market rate for the classification prior to Fiscal Year 2010. If the salary or hourly rate exceeded the labor market rate, a warning was received and the amount for labor market rate would default. If the amount did not exceed the labor market rate, the infotype could be saved. All LMR's required OPM/Class and Comp approval.

08 – Promotion 6% *(NO LONGER USED AS OF 6/28/2009)*

A 6% salary increase when the employee moved up one grade level.

09 – Promotion 8% *(NO LONGER USED AS OF 6/28/2009)*

An 8% salary increase when the employee moved up two or more grade levels.

10 – Demotion 6% *(NO LONGER USED AS OF 6/28/2009)*

A 6% salary decrease when the employee moved down one grade level.

11 – Demotion 8% *(NO LONGER USED AS OF 6/28/2009)*

An 8% salary decrease when the employee moved down two or more grade levels.

12 – Unclassified <FY10 *(NO LONGER USED AS OF 6/28/2009)*

When hiring or changing the pay of an employee in an unclassified position prior to Fiscal Year 2010. Entry of the salary or hourly rate to be in the range of zero to line item maximum.

13 – No Salary Change

When no change in salary is allowed.

14 – Reclassification 6% Increase *(NO LONGER USED AS OF 6/28/2009)*

Restricted to OPM staff. When a reclassification resulted in a 6% salary increase. If this amount was less than band 1 of the new position, the minimum amount for band 1 would default. If the resulting amount was greater than band 4, the maximum amount for band 4 would default.

15 – Special Language 6% Increase *(NO LONGER USED AS OF 6/28/2009)*

Restricted to agencies 0080, 0510, 0513, 0960 and 0975. Defined as special language authorizing a specific classification for a 6% increase in the base salary.

16 – Semi-Monthly *(NO LONGER USED AS OF 6/28/2009)*

Restricted to agencies that had semi-monthly payroll.

17 – SL Travel/Uniform Allowance *(NO LONGER USED AS OF 6/28/2009)*

Restricted to Agency 0960. Defined as special language authorizing a specific classification for an increase in the base salary.

18 – Special Language 3% *(NO LONGER USED AS OF 6/28/2009)*

Restricted to Agency 0960. Defined as special language authorizing a specific classification for a 3% increase in the base salary.

19 – Special Language 2% *(NO LONGER USED AS OF 6/28/2009)*

Restricted to Agency 0080. Defined as special language authorizing a specific classification for a 2% increase in the base salary.

20 – Special Language to Band3M *(NO LONGER USED AS OF 6/28/2009)*

Restricted to Agency 0405. Defined as special language authorizing a specific classification for an increase up to band 3M in the base salary.

21 – SL6%IncreaseAboveLineItemMax *(NO LONGER USED AS OF 6/28/2009)*

Restricted to Agency 0080. Defined as special language authorizing a specific classification for a 6% increase in the base salary.

33 – Promotion 10%

A 10% salary increase when the employee is promoted within a pay plan.

34 – Promotion 12%

A 12% salary increase when the employee is promoted from a position in the career-level pay plan to a position in the professional or executive-level pay plan.

35 – Demotion 10%

A 10% salary decrease when the employee is demoted within a pay plan.

36 – Demotion 12%

A 12% salary decrease when the employee is demoted from a position in the professional or executive-level pay plan to a position in the career-level pay plan.

37 – New Hire Career Entry

New hires, within state employment, in a career-level position come in at the entry salary level. Validates the salary or hourly rate to be entry-level for the position.

38 – New Hire Career Base

New hires, within state employment, in a career-level position come in at the base salary level. Validates the salary or hourly rate to be base-level for the position. All new hires to career base-levels must have OPM/Class and Comp approval.

39 – New Hire Professional Base

New hires, within state employment, in a professional or executive-level position come in at the base salary level. Validates the salary or hourly rate to be base-level for the position.

40 – EWQ (Exceptionally Well Qualified) Current

Verifies the salary or hourly rate to be within the approved range for an exceptionally well-qualified employee. All EWQ's must have OPM/Class and Comp approval.

41 - LMR (Labor Market Rate) Current

Verifies the salary or hourly rate to be equal to the approved labor market rate for the classification. All LMR's must have OPM/Class and Comp approval.

42 – Unclassified Salary Change Current

When hiring or changing the pay of an employee in an unclassified position. The salary or hourly rate to be in the range of zero to line-item maximum.

43 – OPM Change

For OPM use only.

Personnel Areas (Agency & Location)

Personnel area is represented by a four-digit alphanumeric code. The first two digits represent the agency and the next two sequential digits represent the location. For example, FA01 represents DFA and its first physical location or building. For each agency with more than one location, a personnel area is designated for each location and is numbered sequentially, such as FA01, FA02, etc. The personnel areas for constitutional, legislative, and judicial agencies have a code starting with the letter "Z".

Personnel Sub-areas (Time & Leave Rules)

Personnel sub-area is a four-digit alphanumeric code that indicates what type of leave and timekeeping rules are required for a given position.

Code	Description
OAL1 (non-exempt)	<ul style="list-style-type: none">• Eligible for overtime• FLSA Rule: Standard• Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0• Eligible for annual, sick, holiday, and birthday leave

Code	Description
OAL2 (non-exempt extra-help employees)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: Standard • Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0 • Eligible for holiday and birthday leave
OAL3 (non-exempt teachers only)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: Standard • Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0 • Special leave processing – eligible for ten months of sick leave (August thru May), bank holidays, and birthday. This position does not accrue annual leave.
OBL1 (non-exempt)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 8/80 • Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0 • Eligible for annual, sick, holiday, and birthday leave
OBL2 (non-exempt extra-help employees)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 8/80 • Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0 • Eligible for holiday and birthday leave
OBL3 (non-exempt teachers only)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 8/80 • Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0 • Special leave processing – eligible for ten months of sick leave (August thru May), bank holidays, and birthday. This position does not accrue annual leave.
OCL1 (non-exempt)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 7K • Bank maximum: 480 hours @ 1.5 & 400 @ 1.0 • Eligible for annual, sick, holiday, and birthday leave
OCL2 (non-exempt extra-help employees)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 7K • Bank maximum: 480 hours @ 1.5 & 400 hours @ 1.0 • Eligible for holiday and birthday leave
OCL3 (non-exempt teachers only)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 7K • Bank maximum: 480 hours @ 1.5 & 400 hours @ 1.0 • Special leave processing – eligible for ten months of sick leave (August thru May), bank holidays, and birthday. This position does not accrue annual leave.
NEL1 (exempt)	<ul style="list-style-type: none"> • Not eligible for overtime • Eligible for annual, sick, holiday, and birthday leave
NEL2 (exempt extra-help employees)	<ul style="list-style-type: none"> • Not eligible for overtime • Eligible for holiday and birthday leave
NEL3 (exempt teachers only)	<ul style="list-style-type: none"> • Not eligible for overtime • Special leave processing – eligible for ten months of sick leave (August thru May), bank holidays, and birthday. This position does not accrue annual leave.
NEL4 (exempt Constitutional, Legislative & Judicial agencies only)	<ul style="list-style-type: none"> • Not eligible for overtime • No leave accounting

Employee Groups

Employee group is a one-digit numeric code that identifies the type of employee.

Code	Type	Description
1	Regular State Employee	Active state employee in a permanent position as defined by the Office of Personnel Management.
2	State Retiree (No longer used as of 3/31/03)	Employees retired from state government or an active employee with an agency that participated in the same retirement system from which they retired or from which they received an annuity payment.
4	State DROP Employee (No longer used as of 3/31/03)	Employees enrolled in the Deferred Option Retirement Plan.
7	State Extra/Seasonal Employee	Active state employee authorized to work in an extra-help position less than 1,000 hours per year, unless allowed by special language in the appropriation act.
8	Supplemental Pos.	Emergency positions authorized by the Governor.
9	State Contract Employee (No longer used)	Employees hired on a contract basis.

Employee Sub-Groups

Employee sub-group is a two-digit alphanumeric code that further identifies the type of employee

Code	Type	Description
UO	Hourly	Extra-help employees and some regular state employees in a bi-weekly pay period.
UB	Board or Comm Member	Board or commission member
UC	Uniformed Commissioned	Any person who is responsible for the prevention and detection of crime and the enforcement of criminal, traffic, or highway laws of the State of Arkansas. The employee must be certified by Arkansas Commission on Law Enforcement Standards and Training.
UE	Employee	Regular state employees in a bi-weekly pay period.
UJ	Judges	Elected or appointed public official with authority to hear and decide cases in a court of law.
UL	Legislative (No longer used)	Legislative employees in a semi-monthly pay period.
UM	Miscellaneous	Used for military call-up and one-time payouts by OPM.
UN	Uniformed Non-commissioned	Civilian uniformed employees within an agency not required to be certified by Arkansas Commission on Law Enforcement Standards and Training.
UR	Retirees (No longer used as of 3/31/03)	Former employee who retired from state government.

Work Contract

The Contract field can be changed on Organizational Assignment (IT0001) and is used to determine into which program grouping to place an employee for benefit eligibility. APERS (Arkansas Public Employees Retirement System) retirement eligibility requirements specify that an employee must be hired with the intent of working at least 80 hours per month for 90 consecutive days.

Code	Code Text	Description
01	0-19 Hours	0 to 19 hours per week – extra-help and seasonal employees who work less than 20 hours a week. These employees do not qualify for retirement, health, or life benefits.
04	1000 Hours/Year	1,000 hours per year – full-time and temporary employees who are eligible for retirement, health, and life benefits.
03	80+HR/MO, 3MO	80 hours or more per month for 3 months – extra-help and seasonal employees who work at least 80 hours per month for 3 months or more. These employees are eligible for retirement benefits.
02	<80+HR/MO, 3MO	Less than 80 hours per month for 3 months – extra-help/seasonal employees who will work less than 20 hours per week. These employees do not qualify for retirement, health, or life benefits.
08	DROP 1000 YR	1,000 hours per year – full-time employees enrolled in the Deferred Retirement Option Plan who work 1,000 hours or more a year. These employees are eligible for enrollment in health and life plans.
07	DROP <20 WK	Less than 20 hours per week – employees enrolled in the Deferred Retirement Option Plan who work less than 20 hours a week. These employees are not eligible for retirement, health, or life benefits.
06	RehirRet 1000YR	1,000 hours per year – full-time rehired retirees who retired in the same retirement plan of the hiring agency who work 1,000 hours or more a year. These employees are eligible for enrollment in health and life plans but do not qualify for retirement benefits.
05	RehirRet <20 WK	Less than 20 hours per week – rehired retirees who retired in the same retirement plan of the hiring agency and work less than 20 hours per week. These employees are not eligible for retirement, health, or life benefits.
10	TRS Rehired Ret	Employees are Teacher Retirement System (TRS) rehired retirees. Note: If AASIS users from any agency other than the designated TRS agencies choose this option, they are unable to enroll employees in any benefit plan under HRBEN0001. These users receive the message, “The selected offer contains no plans.”
09	Tip EE, <min wage	Employees who receive tips but earn less than minimum wage and are not eligible for retirement benefits.
11	TTFT 1000 hrs	Extra-help or part-time employees who transfer to full-time.
12	Transfer to PT	Full-time employees who transfer to extra-help or part-time.

Work Schedule Rules for Exempt Negative Reporting Employees

Employees must be associated with a work schedule rule for timekeeping purposes. MF01 is the default work schedule rule for an exempt position. The work schedule rule can be adjusted for the employee on Planned Working Time (IT0007).

Code	Description
FF09	9 hrs M-R 8-1 st F 0-2 nd F
FF99	9 hrs M-R 0-1 st F 8-2 nd F
FM01	4x10 Fri-Mon
FT01	5x8 Fri-Tue
MF01	5x8 Mon-Fri
MF02	4x8.5 Mon-Thu 6 Fri
MF03	8.5 MT 9W 8.5R 5.5 F
MF04	4x9 M-R 4 Friday
MR01	4x10 Mon-Thu
MT01	4x10 Mon-Tue, Sun & Fri
RM01	5x8 Thu-Mon
RU01	12 Sat & Sun, 8 Thu & Fri
RU02	4x10 Thu-Sun
SH01	Evening Shift
SH02	Night Shift
ST01	12 Sat-Sun, 8 Mon-Tue
ST02	4x10 Sat-Tues
SW01	5x8 Sat-Wed
TF01	4x10 Tue-Fri
TS01	5x8 Tue-Sat
UMWF	5x8 Sun-Mon, Wed-Fri
UR01	5x8 Sun-Thu
UR02	6.5 Sun, 8.5 Mon-Wed, 8 Thu
UW01	4x10 Sun-Wed
UWF1	5x8 Sun-Wed, Fri
WS01	4x10 Wed-Sat
WU01	5x8 Wed-Sun

Work Schedule Rules for Non-Exempt Positive Reporting Employees

Employees must be associated with a work schedule rule for timekeeping purposes. The default work schedule rule on a non-exempt position is OPEN08. The work schedule rule can be adjusted for the employee on the Planned Working Time (IT0007). Holiday accruals are based upon employment percentage and daily work hours assigned.

Code	Description
OP09	9 hrs M-R 8-1 st 0-2ndF
OP12.25	Open Schedule 12.25 Hours
OP99	9 hrs M-R 0-1stF 8-2ndF
OPEN08	Open Schedule 8 hours
OPEN09	Open Schedule 9 hours
OPEN10	Open Schedule 10 Hours
OPEN12	Open Schedule 12 Hours
OPEN24	Open Schedule 24 hours

Working Week

Each employee is assigned a default workweek. Most workweeks are established at the position level and default into the employee's Planned Working Time (IT0007).

Code	Description
70	7K Fire Protection – 7 day
77	7K Fire Protection – 14 day
91	7K Fire Protection – 28 day
40	7K Law Enforcement – 7 day
40	7K Law Enforcement – 14 day
61	7K Law Enforcement – 28 day
10	8/80 14-day work period (hospital setting only, i.e. nurses)
07	Friday 12:00 to Friday 12:00
01	Sunday to Saturday (Standard employees have this schedule.)

Daily Work Schedule Rules

Each day within a work schedule rule is assigned a daily work schedule rule. Daily work schedule rules describe the structure of a day. It contains the planned work hours and related work times of each day included in the work schedule rule.

Code	Description	Planned Hours	Work Start	Work End
10	10 Hours	10.00	08:00:00	18:00:00
12	12 Hours	12.00	08:00:00	20:00:00
4	4 Hours	4.00	08:00:00	12:00:00
4.5	4.5 Hours	4.50	08:00:00	12:30:00
5.5	5.5 Hours	5.50	08:00:00	13:30:00
6	6 Hours	6.00	08:00:00	14:00:00
6.5	6.5 Hours	6.50	08:00:00	14:30:00
7	7 Hours	7.00	08:00:00	15:00:00
8	8 Hours	8.00	08:00:00	16:00:00
8.5	8.5 Hours	8.50	08:00:00	16:30:00
8SP	8 hrs Fri-Fri	8.00	08:00:00	16:00:00
9	9 Hours	9.00	08:00:00	17:00:00
9SP	9 hrs Fri-Fri	9.00	07:30:00	16:30:00
DAY	00:00 – 24:00	8.00	08:00:00	16:00:00
OFF	Off Day	0.00		
OPEN	00:00 – 24:00	24.00	00:00:00	24:00:00
OPSP	00-24 Fri-Fri	24.00	00:00:00	24:00:00
SHF1	1430-2330	8.00	14:30:00	23:30:00
SHF2	2300-0800	8.00	23:00:00	08:00:00

Basic Pay Wage Types

1000 Hourly Rate

Most commonly used wage type. Defaults from the position. Most employees will have 1000 as their pay wage type.

1004 Geographical Differential

Used to pay a percentage payment in addition to the hourly rate for difficult-to-fill positions. Approval from OPM/Class and Comp is required.

1013 Extra Help Hourly

Used for extra-help or seasonal employees in an extra-help or seasonal position. Defaults from the position. The agency must enter the hourly rate in the *Amount* field.

1014 Supplemental Positions Hourly Rate

Used for emergency positions authorized by the Governor for the bi-weekly payroll area. Defaults from the position. The agency must enter the hourly rate in the *Amount* field.

1016 Certification Differential

For job-related, professional certifications for individual positions or for specific classifications within an agency or institution. Approval from OPM/Class and Comp is required.

1017 Educational Differential

For employees who achieve a degree previously approved by OPM.

1018 Hazardous Duty

For specific positions requiring continuous hazardous or dangerous duties, including up to 12% for specific positions at a maximum security unit. Approval from OPM/Class and Comp is required.

1026 2nd Language Differential

For employees demonstrating the ability to communicate in a language other than English, including American Sign Language. Applies to jobs requiring the specific language skill. Requires approval from OPM/Class and Comp.

1400 Hourly – Tips

Must be used for tipped employees. In order for the employee to be paid with the appropriate hourly rate, the default wage type 1000, for hourly rate, must be deleted and the wage type 1400 must be entered on *Basic Pay* (IT0008). The agency must enter the hourly rate in the *Amount* field.

Wage Types for Recurring Payments/ Deductions (IT0014)

Because numerous wage types are available in Recurring Payments/Deductions (IT0014), they are not included in this document. Refer to the following steps to view a listing of the wage types under this infotype.

1. Open transaction PA30.
2. Enter personnel number.
3. Select the Recurring Payments/Deductions infotype under the Payroll tab.
4. Click on the *Create* icon.
5. In the 'Wage type' field, select the drop-down listing.
6. View the start and end date of the wage type to determine if the wage type is active.

Wage Types for Additional Payments (IT0015)

Because numerous wage types are available in Additional Payments (IT0015), they are not included in this document. Refer to the following steps to view a listing of the wage types under this infotype.

1. Open transaction PA30.
2. Enter a personnel number.
3. Select the Additional Payments infotype under the Payroll tab.
4. Click on the *Create* icon.
5. In the 'Wage type' field, select the drop-down listing.
6. View the start and end date of the wage type to determine if the wage type is active.

Wage Types for Premiums entered on Timesheets (CATS) (IT2010)

Wage Type	Wage Type Long Text	Usage
1202	On Call Duty	Open
1217	Maximum Security Pay	Authorized use by OPM Only
1218	Hazardous Duty	Authorized use by OPM Only
1220	Max Security/Haz Duty Pay	Authorized use by OPM Only
1221	Weekend Shift	Open
1222	Sch Aft Hrs – LPN - \$20	Use by 0645 Health Dept Only
1223	Unsch Aft Hrs – LPN - \$22	Use by 0645 Health Dept Only
1224	Sch Aft Hrs – RN - \$28	Use by 0645 Health Dept Only
1225	Unsch Aft Hrs – RN - \$33	Use by 0645 Health Dept Only

Wage Type	Wage Type Long Text	Usage
1226	PuCo Sch Aft Hrs – LPN - \$21	Use by 0645 Health Dept Only
1227	PuCo Unsch Aft Hrs – LPN - \$23	Use by 0645 Health Dept Only
1228	PuCo Sch Aft Hrs – RN - \$36	Use by 0645 Health Dept Only
1229	PuCo Unsch Aft Hrs – RN - \$41	Use by 0645 Health Dept Only
1230	HS Call – Backup – Wkday - \$5	Use by 0645 Health Dept Only
1231	HS Call – Bkup – Wknd/Hol - \$7	Use by 0645 Health Dept Only
1232	HH Call – Backup – Wkday - \$9	Use by 0645 Health Dept Only
1233	HH Call – Bkup – Wknd/Hol - \$16	Use by 0645 Health Dept Only

General Benefits Information (IT0171)

General Benefits Information (IT0171) records reflect the employee's benefit area (State of Arkansas) and their 1st and 2nd Program Grouping. The 1st program grouping defines the type of employee. The 2nd Program Grouping defines into which types of benefits an employee is eligible to be enrolled.

The information in the 2nd program grouping is populated from the employee group, employee subgroup, and the work contract field of the Organizational Assignment (IT0001). The cross references between the 1st and 2nd program groupings place each employee into a benefit group. Each member of a benefit group shares a common set of benefit plan options and eligibility criteria in the system.

1st Program Grouping

Code	Description
1000	ASE General – Arkansas State Employee
2000	G & F – Game and Fish
2100	G & F UC – Game and Fish Uniformed Commissioned
3000	ASP – Arkansas State Police Non-uniformed, Non-commissioned
3100	ASP UC – Arkansas State Police Uniformed Commissioned
3200	ASP UNC – Arkansas State Police Uniformed Non-Commissioned
4000	Department of Education
5000	Workforce Education
6000	AOC – Administrative Office of the Courts (NO LONGER USED)
7000	Capitol Police (NO LONGER USED)
8000	Higher Education
9000	Private Career Ed

2nd Program Grouping

Code	Description
ALLB	All Benefits (Regular state employee – health, life, and retirement)
GENB	Gen. Ben. Eligible (health, life but <u>not</u> retirement; ex: DROP employees or rehired retirees)
NOBN	No Benefits
RETI	Retirement Only
TRS	TRS rehired retiree
TTFT	Transfer full time
TTPT	Transfer part time

Basic Pay Scale Areas

Pay Scale Type	Pay Scale Area	Pay Scale Area Text	Designation
01 - Classified	01	State of Arkansas	Designates lump sum and emergency and non-emergency military.
	03	Career Service	Designates classified career service pay plan.
	04	Career Special Adm	Designates classified career service pay plan below entry or above career level for grade.
	05	Prof and Executive	Designates classified professional and executive pay plan.
	06	Prof Special Adm	Designates classified professional and executive pay plan below base or above maximum level for grade.
02 - Non-Classified	01	State of Arkansas	Designates unclassified state and non-state employee, Board, or Commission Members. All "Q" job codes must be built on the job as 02-Non-Class / 01-State of AR.
	02	Special Admin Area	Designates unclassified "Q" job codes which are built on position only.
	03	Career Service	Designates unclassified career service pay plan exempt from Uniform Class & Comp guidelines.
	04	Career Special Adm	Designates unclassified career service pay plan below entry or above career level for grade.
	05	Prof and Executive	Designates unclassified professional and executive pay plan exempt from Uniform Class & Comp guidelines.
	06	Prof Special Adm	Designates unclassified professional and executive pay plan below base or above maximum level for grade.
	07	Unclassified	Designates unclassified non-classified directors and deputy directors. Job codes and grade begins with "U".
	08	Unclass Special Adm	Designates unclassified non-classified directors and deputy directors below or above line-item maximum. Job codes/Grade begins with "U".
03-Extra Help	01	State of Arkansas	Designates extra-help.